



**Sir John Gleed**  
**SIMS Learning**  
**Gateway**  
**User Guide**

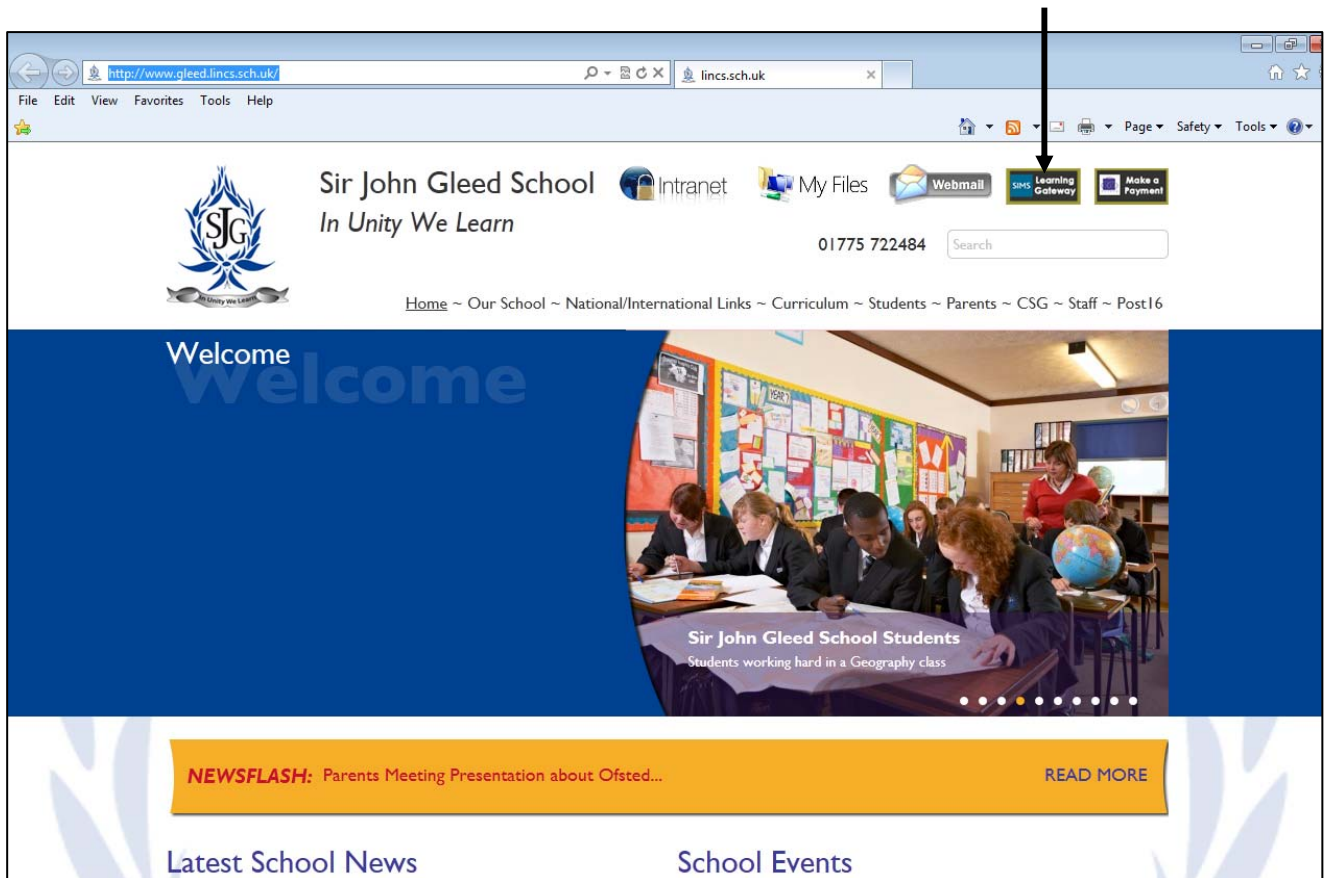
Sir John Gleed School is implementing their SIMS Learning Gateway - a web based system of access to data held by school about students, parents and teachers. SIMS stands for School Information Management System and is the database of information about everyone attending, working in or associated with the school.

This booklet gives you a brief introduction to the SIMS Learning Gateway (SLG) system.

## Getting to the school's web pages

To access the Learning Gateway please go to [www.gleed.lincs.sch.uk](http://www.gleed.lincs.sch.uk)

Please click on the Learning Gateway Link to access the Sims Learning Gateway screen



School will issue separately the ID and password you will need for access.

Another screen will appear which will look like the below image

The screenshot shows the Sir John Gleed School website. The header includes the school logo, name, motto "In Unity We Learn", phone number "01775 722484", and a search bar. Navigation links include "Home ~ Our School ~ National/International Links ~ Curriculum ~ Students ~ Parents ~ CSG ~ Staff ~ Post16". The main content area is titled "Sims Learning Gateway" and contains a notice about password resets. A black arrow points to the "Sims Learning Gateway" logo, which is a blue square with the text "Sims Learning Gateway" inside.

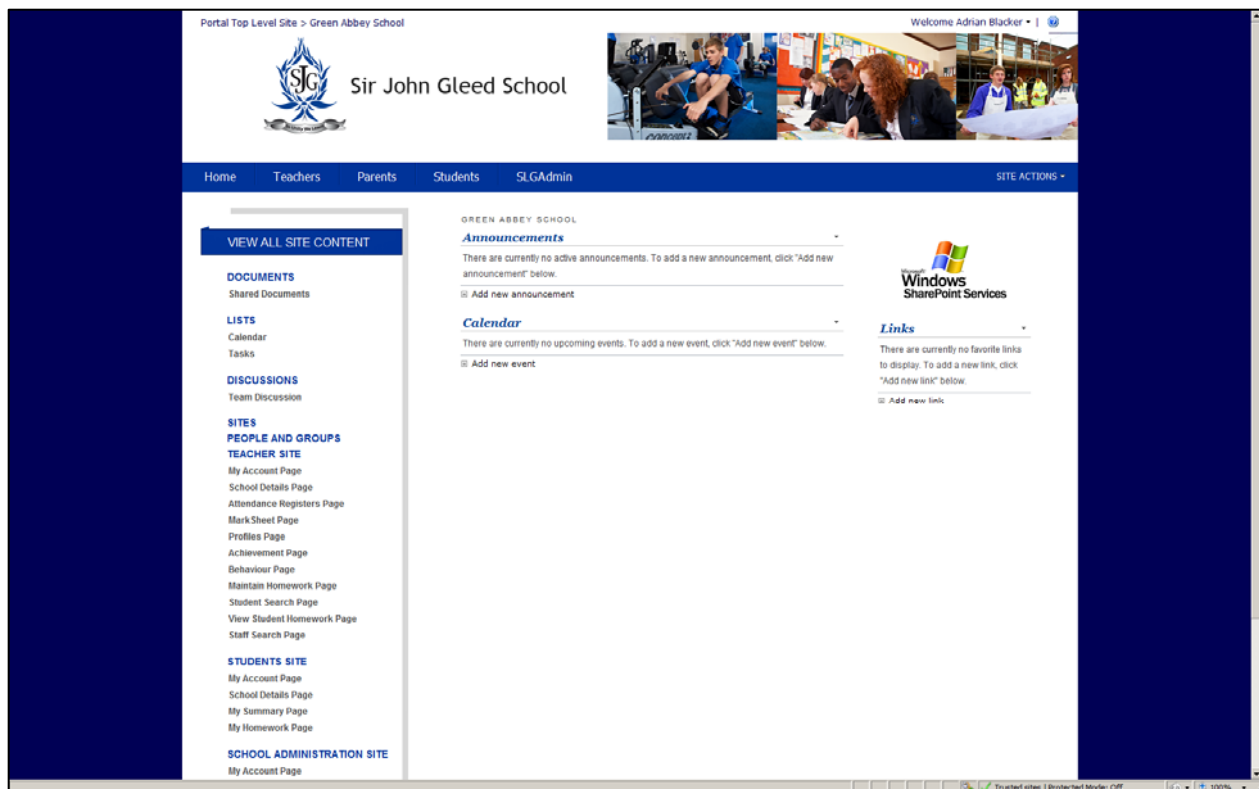
Click on the link to take you through to the login screen.

A login screen is then displayed. Enter the login details that were provided to you by the school.

The screenshot shows the Capita Children's Services login screen. The header features the "CAPITA CHILDREN'S SERVICES" logo. Below the logo, there is a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox labeled "I want to change my password after logging on". Below these options are fields for "Username:" and "Password:". A "Log On" button is located to the right of the password field. At the bottom, there is a copyright notice: "© 2009 Capita Children's Services ISA5. Click Here if you have forgotten your password. Click Here for the Service Status Blog. Like many websites, this service uses software cookies. By logging in you are accepting cookies that will be installed on your computer. For further details on our cookie policy and to read our full privacy statement please Click Here. Capita reserves the right to monitor and / or record the use by any person of Capita networks and / or systems and to take action as appropriate to ensure such use complies with the conditions of use."

**IMPORTANT NOTE:** Do not select the Remember my password check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.

After successful log-in the page will change to look like this:

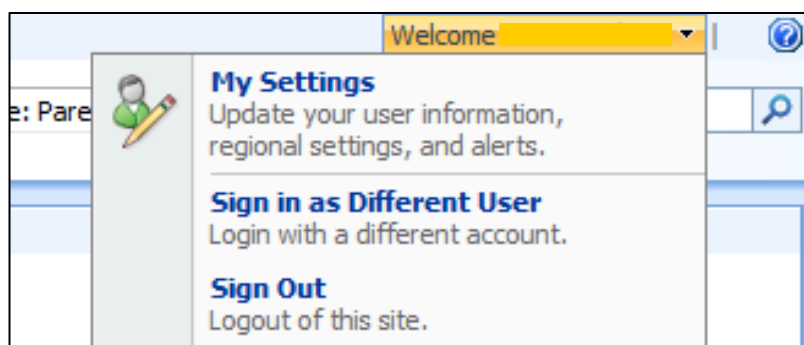


When you are logged into the SLG parent Site, the Parent Site menu in the left-hand navigation bar displays parent-specific link as shown in the image.

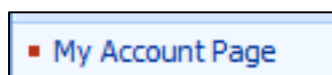
### Logging out of the SLG Parent Site

Click on the User menu (at the top of the page where it says Welcome <your Name>).

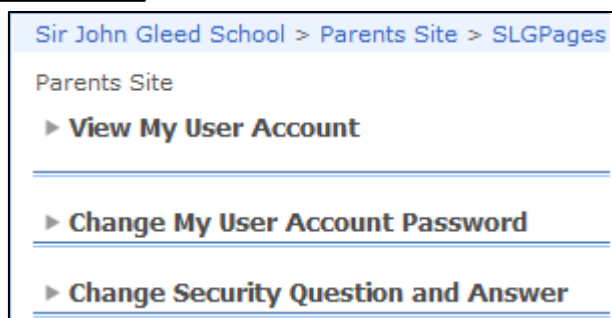
Click Sign Out.



The My Account Page stores information which the user can alter.



*My Account Page button*

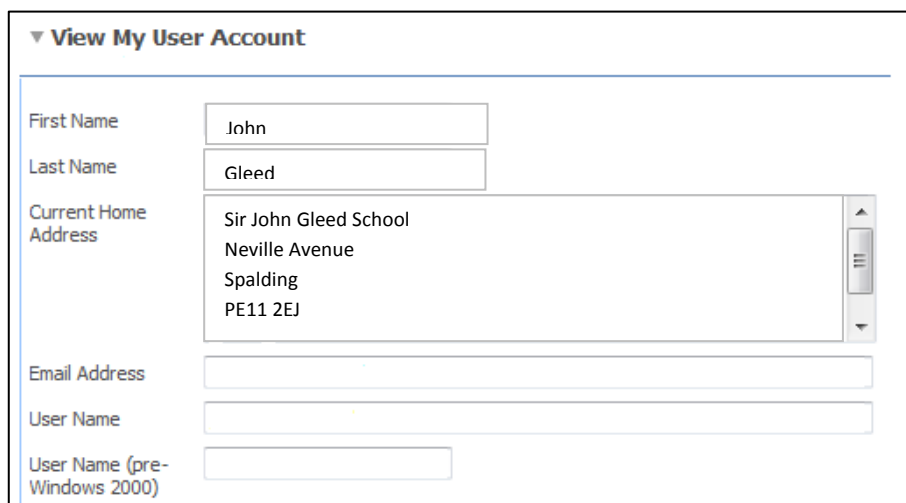


Each section can be expanded using the arrow to show more detail:



*Arrow (to expand)*

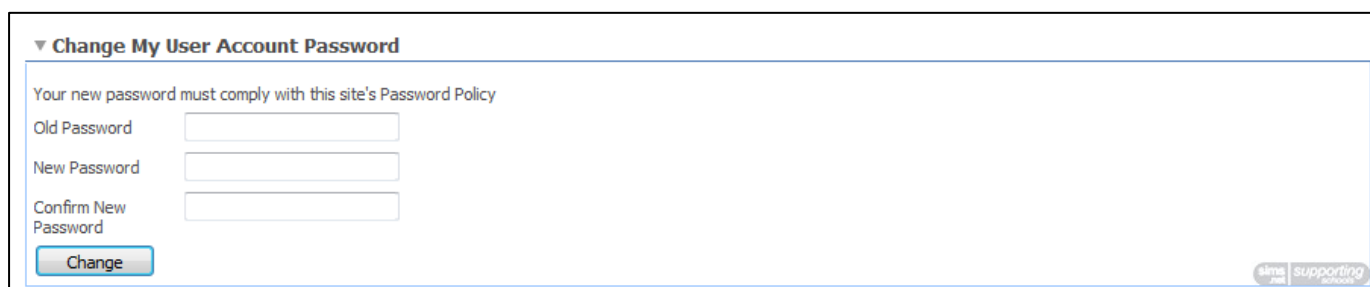
## View My User Account

A screenshot of the 'View My User Account' form. It has a title bar with a downward arrow and the text 'View My User Account'. Below the title bar, there are several input fields: 'First Name' with the value 'John', 'Last Name' with the value 'Gleed', 'Current Home Address' with the value 'Sir John Gleed School, Neville Avenue, Spalding, PE11 2EJ', 'Email Address', 'User Name', and 'User Name (pre-Windows 2000)'. The 'Current Home Address' field is a text area with a vertical scrollbar.

This panel shows basic information about you as held by the school. If anything looks wrong, please contact school about it.

## Change My Password

You cannot change the user-name ID which school gives you, but you can change your password:

A screenshot of the 'Change My User Account Password' form. It has a title bar with a downward arrow and the text 'Change My User Account Password'. Below the title bar, there is a message: 'Your new password must comply with this site's Password Policy'. Below this message, there are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom left, there is a 'Change' button. At the bottom right, there is a logo for 'sirius jms supporting schools'.

When you change your password you need to conform to the school's password policy. Your password must:

- be at least 7 characters long
- have at least one CAPITAL LETTER
- have at least one lower case letter
- have at least one number.

An example of an acceptable password would be Password6 - but you should always devise a password which is hard to guess.


## Change My Security Question and Answer

**▼ Change Security Question and Answer**

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer



If you forget your password you can have it emailed to you if:

- School knows your email address
- You know your own ID
- You know the answer to the security question you devise and save here.


The School Details Page button shows basic information about the school, as held in SIMS .net.

■ [School Details Page](#)

Parents Site

**▼ School Establishment Information**

|                             |   |
|-----------------------------|---|
| School Name                 | <input type="text" value="Sir John Gleed School"/>        |
| LA                          | <input type="text" value="925 Lincolnshire"/>             |
| Establishment Number        | <input type="text" value="5416"/>                         |
| Unique Reference            | <input type="text"/>                                      |
| School Phase                | <input type="text" value="Secondary"/>                    |
| School Type                 | <input type="text" value="Academies"/>                    |
| School Governance           | <input type="text" value="Academies"/>                    |
| Intake Type                 | <input type="text" value="Selective (Secondary Modern)"/> |
| Boarding Pupils             | <input type="checkbox"/>                                  |
| Nursery Class               | <input type="checkbox"/>                                  |
| Special Class or Unit       | <input type="checkbox"/>                                  |
| Curriculum Years            | <input type="text" value="7 - 13"/>                       |
| Pupil Gender                | <input type="text" value="Coeducational"/>                |
| Gender on Entry to School   | <input type="text" value="Coeducational"/>                |
| Gender on Entry to 6th Form | <input type="text" value="Coeducational"/>                |
| NC Year Start Date (dd/mm)  | <input type="text" value="1/9"/>                          |
| School Specialisms:         |   |
| <b>Specialism</b>           | <input type="text"/>                                      |
| <b>Technology</b>           | <input type="text"/>                                      |
| Extended Services:          |   |
| <b>Services</b>             | <input type="text"/>                                      |



Parents see special navigation tabs near the top of the screen:



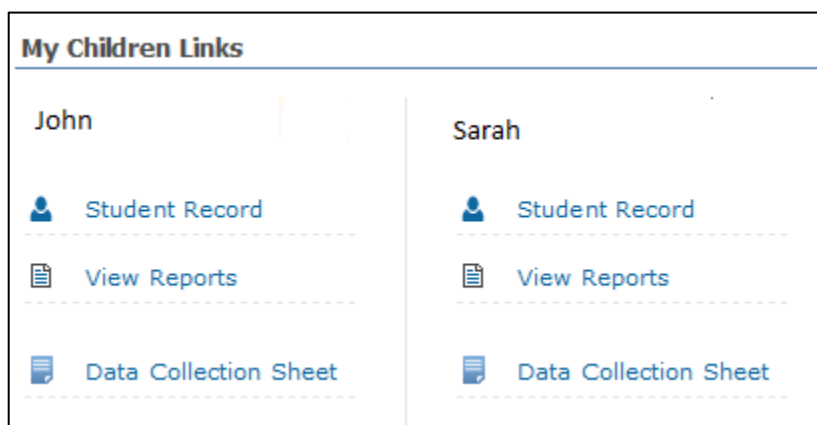
As a parent you can also see a special navigation menu in the Quick Launch Area at the left side of the screen (you might have to click on the Parents tab before you see this):



The link labelled  **My Children Dashboard** takes you to a screen showing this panel for each of your children:

Please contact school if:

- You see the name of a child who is not yours
- Some of your children are missing



Select the Student Record option to take you to a screen to see more details of the selected child.

Each section on the next screen can be expanded to show more details.